



Roof Inspection Guide

Performing scheduled, planned roof inspections can extend the life of your roof by up to two times a roof that is not inspected. Clearly, then, roof inspections are something you should plan and prepare for.

Inspection Frequency

- Scheduled inspections should be performed twice annually; once in late fall to prepare for winter, once in early spring to repair damage caused by winter.
- Unscheduled inspections should be performed after all severe weather events.

Inspection Planning

When you plan your inspection process, what steps should you take?

- Develop a rating system - How will you score issues found?
- Prioritize issues - What is a major concern, and what is just something to keep an eye on?
- Prepare a sketch - So you can mark exactly where the issues are located on your roof.
- Write it down - Take a pen and pad on your roof and write down everything noteworthy so you don't forget.

Interior Signs

While planning your inspection and before getting on the roof, you should check the interior of your building for signs of issues on the roof.

- Mold, mildew, drips and leaks, water stains, and peeling paint indicate a potential roof leak in the area.
- Cracking, rot, or rust in trusses and support beams can indicate structural issues.

Field of the Roof

- Check for dirt, debris, and tree limbs. If limbs are found on several consecutive inspections, consider tree trimming.
- Check that walkways are still in place and fully functional.
- Check for standing water, which can indicate structural issues.
- **Gravel BUR** - Check that the gravel is uniform and free of bare spots.
- **Metal** - Check for corrosion and loose or damaged panels.
- **Foam and/or Coating** - Check for satisfactory coating thickness, blisters, and cracks.



Rooftop Features

- **Expansion Joints** - Check for splits, gaps, cuts, and tears.
- **Flashings** - Check for a good seal, no cracks, gaps, or holes.
- **Drains** (*Includes gutters, scuppers, downspouts*) Check for backed up water, watermarks, moss, and mold. Also check for visible clogging such as leaves or other debris. Check the flashings and seals around drains and replace any that have deteriorated.

Stairs, Ladders and Railings

- Check for structural soundness, loose parts, surface deterioration, damaged paint, or missing elements. Use portable equipment to check permanent features if condition is in question.

Pipe and Equipment Supports

- Check for sagging pipes, cracks in supports, missing or misplaced supports.
- Check for supports bearing too much weight and digging into roof membrane.

Exterior Structures

- Includes chimneys, vents, pipes, skylights, equipment.
- Check for cleanliness, signs of aging, rust, rot, moss, structural damage.

Safety Signage

- Check that you have proper safety signage in place and that it is clearly visible.
- This is especially important if you have electrical components, harmful chemicals, hot pipes, or fire risks.

Past Repairs

- Past repairs are often at the highest risk of failing.
- Mark down on all past repairs on your roof sketch and inspect these each time you inspect the rest of the roof.

Safety

- As you inspect your roof and surrounding facilities, we ask that you keep safety as your number one priority. Ensure that you have proper equipment that is in full working order, and take all necessary safety precautions before beginning the inspection process.

Contact Us

- We offer roof inspection services and would be glad to help you inspect your roof on an ongoing basis, or simply an introductory, educational basis.